

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: \_\_\_\_\_

SUBJECT: JOB STUDIES1. Purpose:

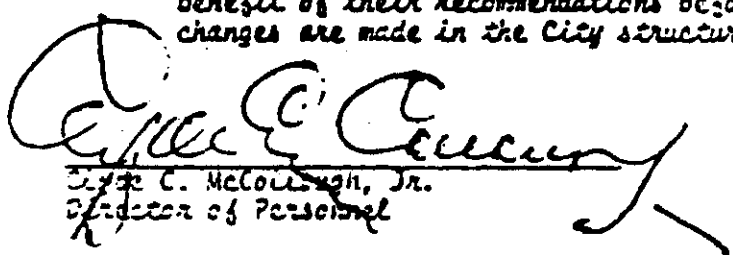
- Job studies are for the purpose of realigning the classifications of either individuals or classes of employees, or confirming the existing classification in order to insure proper organizational relationships and salary structure.

2. Responsibilities:


- The responsibility for conducting job studies is assigned to the Personnel Department. However, department heads have the responsibility of requesting such studies when they feel duties and responsibilities have changed sufficiently to warrant a reclassification. The Personnel Department may initiate studies when it is determined that recruiting and retention of a particular class has become difficult because of its classification.

3. Policy:

- Classification studies may start anytime after the beginning of a new fiscal year. They shall, however, be completed by mid-March in order that recommendations resulting from such studies may be considered in the budget review, if such recommendations would in fact affect the budget. All class changes shall become effective at the beginning of the new fiscal year. Exceptions must be approved by the City Manager.
- The Personnel Department assigns a classification technician to service several departments. It is expected that these technicians become thoroughly familiar with the mission and organization of their assigned departments and that they coordinate closely with the budget analyst who services the department. Proposed changes in classifications and organizational structures will, therefore, be brought to the attention of the Director of Personnel and the Director of Budget & Research so that the City Manager may have the benefit of their recommendations before classification and organizational changes are made in the City structure.



Peter C. McCullough, Jr.  
Director of Personnel



Thomas E. Hudson  
City Manager

DATED: 6/9/80